

Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:

Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

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In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☐ The original Employee Pre-Travel Authorization (Form RE-1), AND
☐ A copy of the Private Sponsor Travel Certification Form with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): National Park Foundation (NPF), The Civil War Trust, Gettysburg Foundation

Travel date(s): 8/24/17

Name of accompanying family member (if any): N/A

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input checked="" type="checkbox"/> Actual Amount	\$37.84/ person	N/A	\$11.80/ person	N/A

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.):

Congressional Staff Visit and educational briefings on projects, management, and partner support at Gettysburg National Military Park.

8/28/17
(Date)

William K Kelleher
(Printed name of traveler)

William K Kelleher
(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the Employee Pre-Travel Authorization form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

8/28/2017
(Date)

John Kennedy
(Signature of Supervising Senator/Officer)

Date/Time Stamp:

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the Select Committee on Ethics in SH-220. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

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Name of Traveler: William K Kelleher

Employing Office/Committee: Senator Kennedy

Private Sponsor(s) (list all): National Park Foundation, the Civil War Trust, The Gettyburg Foundation *WKK*

Travel date(s): Thursday, August 24, 2017

Note: If you plan to extend the trip for any reason you must notify the Committee.

Destination(s): Gettysburg National Military Park

Explain how this trip is specifically connected to the traveler's official or representational duties:

I am Senator Kennedy's Environmental Legislative Correspondent. I would like to attend this trip to better understand how government works to secure public lands, particularly for parks.

Name of accompanying family member (if any): N/A

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

7/13/2017
(Date)

William K Kelleher
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, John Kennedy hereby authorize William K Kelleher
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

7/21/17
(Date)

John Kennedy
(Signature of Supervising Senator/Officer)

Form RE-1



**GETTYSBURG NATIONAL MILITARY PARK
CONGRESSIONAL STAFF EDUCATIONAL TRIP**
Thursday, August 24, 2017

You are cordially invited to participate in an educational trip to Gettysburg National Military Park (NMP) on **Thursday, August 24, 2017**. With support from the Civil War Trust and the Gettysburg Foundation, this trip is sponsored by the National Park Foundation (NPF), the official philanthropic partner of the National Park Service (NPS).

Join us as we experience Gettysburg NMP's historical significance while learning about effective management strategies and how partners help support its hallowed grounds. Staff will receive in-depth briefings on key park projects such as the recently restored General Lee's Headquarters as well as ongoing efforts to

enhance visitor experiences at Little Round Top. Staff will also learn about the park's preservation of millions of Civil War artifacts in addition to its management of Soldiers' National Cemetery. Staff will gain a deeper understanding of park management as well as effective public-private collaboration and how partners such as NPF, the Civil War Trust, and the Gettysburg Foundation support NPS in preserving Gettysburg's history.

Staff will depart from the corner of East Capitol and Second Streets NE at **8:30 a.m.** and return at approximately **4:45 p.m.** Transportation and lunch will be provided by NPF. A detailed itinerary of all trip activities is attached.

If you are interested in attending, please contact Julie Seger at jseger@nationalparks.org or how to submit required documents to the U.S. Senate Select Committee on Ethics. **Please note:**

- All participants must secure Ethics Committee approval in order to attend, and all required documents must be submitted for Ethics Committee review no later than **6:00 p.m. on Tuesday, July 25, 2017**.
- This invitation is transferable to additional staff members handling NPS issues or appropriations.

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The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

- Private Sponsor Certification - Page 1 of 4

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☒ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

~~OR~~

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (see questions 6 and 10).

~~OR~~

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

Not applicable.

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

Please see attached responses from the National Park Foundation, Civil War Trust, and Gettysburg Foundation.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

Please see attached responses from the National Park Foundation, Civil War Trust, and Gettysburg Foundation.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

Please see attached responses from the National Park Foundation, Civil War Trust, and Gettysburg Foundation.

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15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

Please see attached responses from the National Park Foundation, Civil War Trust, and Gettysburg

Foundation.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate <input type="checkbox"/> Actual Amounts	\$35	Not applicable	\$14	N/A

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

The trip involves an event that is arranged or organized specifically with regard to Congressional staff participation.

18. Reason for selecting the location of the event or trip

NPF, Civil War Trust, and Gettysburg Foundation have provided support for projects at Gettysburg NMP.

As an NPS unit, the park is an illustrative example of national park management and philanthropic support

19. Name and location of hotel or other lodging facility:

Not applicable

20. Reason(s) for selecting hotel or other lodging facility:

Not applicable

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

No lodging will be provided. Meal expenses are below the per diem for federal employees.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

A chartered bus will provide transportation to and from Gettysburg, PA from Capitol Hill.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

Not applicable.

25. I hereby *certify* that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):

Signature of Travel Sponsor: See attached from NPF, Civil War Trust, and Gettysburg Foundation.

Name and Title: See attached from NPF, Civil War Trust, and Gettysburg Foundation.

Name of Organization: See attached from NPF, Civil War Trust, and Gettysburg Foundation.

Address: See attached from NPF, Civil War Trust, and Gettysburg Foundation.

Telephone Number: See attached from NPF, Civil War Trust, and Gettysburg Foundation.

Fax Number: See attached from NPF, Civil War Trust, and Gettysburg Foundation.

E-mail Address: See attached from NPF, Civil War Trust, and Gettysburg Foundation.

Private Sponsor Travel Certification Form: Attached Responses

Clarification: Responses for questions 6-9 on the Private Sponsor Travel Certification Form itself are submitted by the National Park Foundation. Individual responses from the Civil War Trust and Gettysburg Foundation are as follows:

6. Response from Civil War Trust:

I *certify* that the trip fits one of the following categories:

- ☐ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

– OR –

- ☒ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).

6. Response from Gettysburg Foundation:

I *certify* that the trip fits one of the following categories:

- ☐ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

– OR –

- ☒ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).

*Gettysburg Foundation is not a registered lobbyist or agent of a foreign principal and does not retain or employ registered lobbyists or agents of a foreign principal. However, because trip sponsors National Park Foundation and Civil War Trust retain or employ one or more registered lobbyists, Gettysburg Foundation has selected 6B.

7. Response from Civil War Trust:

- ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.

– AND –

- ☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.

7. Response from Gettysburg Foundation:

- ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.

– AND –

☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.

8. Response from Civil War Trust:

I *certify* that:

☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.

– AND –

☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

8. Response from Gettysburg Foundation:

I *certify* that:

☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.

– AND –

☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. Response from Civil War Trust:

USE ONLY IF YOU CHECKED QUESTION 6(B)

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☒ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

– OR –

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

– OR –

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

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National Park Foundation: NPF has previously sponsored educational Congressional staff trips to other NPS units, including a 2016 trip to Harpers Ferry National Historical Park.

Civil War Trust: Civil War Trust has organized and led numerous Congressional visits and tours at NPS and non-NPS battlefields.

Gettysburg Foundation: Gettysburg Foundation hosted Congressman Culberson (TX-7) on an educational visit in April, 2017.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

National Park Foundation: NPF provides information to Congressional staff with regard to the National Park System. NPF supports educational programming within national parks. NPF works to educate the American public about the 417 units of the National Park System and to encourage visitation and appreciation of our national parks.

Civil War Trust: Civil War Trust offers educational resource materials (in print and online), conducts teacher training courses on Civil War history, and organizes in-park public educational events.

Gettysburg Foundation: Gettysburg Foundation offers educational programs to the public as well as Foundation members on the Battle of Gettysburg and the Civil War. It also partners with NPS on programming for schoolchildren.

The following signatures attest to the truth, completeness, and correctness of all information contained on pages 1-4 of the certification form, and the accompanying attachment. This information is all submitted in connection with the 8/24/17 trip to Gettysburg, PA.

JOINT SIGNATURE ATTACHMENT

Signature of Travel Sponsor:

Name and Title: Julie Seger, Manager, Government Relations

Name of Organization: National Park Foundation

Address: 1110 Vermont Ave. NW, Suite 200, Washington, D.C., 20005

Telephone Number: 202-796-2510

Fax Number: 202-796-2509

E-mail Address: jseger@nationalparks.org

Signature of Travel Sponsor:

Name and Title: Paul Coussan, Federal Relations Manager

Name of Organization: Civil War Trust

Address: 1156 15th St. NW, Washington, D.C., 20005

Telephone Number: 202-367-1861

Fax Number: 202-367-1865

E-mail Address: pcoussan@civilwar.org

Signature of Travel Sponsor:

Name and Title: Elizabeth Kirby, Vice President of Philanthropy

Name of Organization: Gettysburg Foundation

Address: 1195 Baltimore Pike, Gettysburg, PA, 17325

Telephone Number: 717-339-2102

Fax Number: 717-338-1245

E-mail Address: ekirby@getylsburgfoundation.org

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8:30 a.m.	<p>Departure by charter bus from Capitol Hill to Gettysburg NMP</p> <p>Pick Up Location:</p> <p><i>Corner of East Capitol and Second St. NE</i></p> <p><i>Washington, DC, 20004</i></p>
8:30 a.m. - 10:30 a.m.	<p>In-Transit Briefing: Julie Seger, Government Relations Manager, National Park Foundation, and Paul Coussan, Federal Relations Manager, Civil War Trust</p> <ul style="list-style-type: none"> Detailed overview of each organization and its respective efforts to support the National Park Service (NPS), including specific projects at Gettysburg NMP and time for Q&A.
10:30 a.m.	<p>Arrival and Restroom Break at Gettysburg NMP Museum and Visitor Center</p> <p><i>1195 Baltimore Pike, Gettysburg, PA, 17325</i></p>
10:35 a.m. - 10:45 a.m.	<p>Welcome: Bill Justice, Gettysburg NMP Acting Superintendent, and Matt Moen, President, Gettysburg Foundation</p> <ul style="list-style-type: none"> Introduction to Gettysburg NMP management and the role of Gettysburg Foundation.
10:45 a.m. – 11:30 a.m.	<p>Gettysburg Museum Collections Tour: Greg Goodell, Curator, Gettysburg NMP</p> <ul style="list-style-type: none"> In-depth briefing on Gettysburg NMP’s collections of more than one million artifacts and its historic preservation efforts, as well as the public private partnership between the park and Gettysburg Foundation to protect and maintain these collections.
11:30 a.m. – 12:15 p.m.	<p>Lunch: Ford Classroom South, Gettysburg NMP Museum and Visitor Center</p> <ul style="list-style-type: none"> Facilitated group discussion about Gettysburg Foundation’s unique relationships with Aramark and Event Network to provide critical visitor services. Discussion led by Beth Kirby, Vice President of Philanthropy, Gettysburg Foundation.
12:15 p.m.	<p>Guided Gettysburg Battlefield Tour: Christopher Gwinn, Chief of Interpretation, Gettysburg NMP, and Garry Adelman, Education Director, Civil War Trust will provide staff with in-depth educational briefings during visits to the following locations:</p>
12:30 p.m.	<p>Lee’s Headquarters: Staff will be briefed on how this critical site in Gettysburg’s history was recently restored by philanthropic support from the Civil War Trust with financial support of the American Battlefield Protection Program. Staff will also learn about the minor boundary revision process used in specific instances across the National Park System. Staffers will learn about a current proposed minor boundary revision at Gettysburg NMP to include Lee’s Headquarters and six other parcels owned by the Civil War Trust and Gettysburg Foundation into the boundaries of the park.</p>
1:00 p.m.	<p>Barlow’s Knoll: Staff will learn about this key parcel from the first day of fighting which is in the process of being preserved as a result of coordination between Gettysburg NMP, Civil War Trust, and other state and local entities. The briefing will focus on role of external stakeholders in preserving critical park resources.</p>

1:20 p.m. – 2:05 p.m.	Little Round Top: Staff will experience one of Gettysburg’s most heavily visited sites and receive an in-depth briefing about the park’s work to address overuse and landscape degradation while enhancing visitor accommodations. Staff will also learn about the diverse funding sources for this priority project, including support from Gettysburg Foundation and the National Park Foundation. Staff will receive a thorough briefing on how NPS completes major visitor enhancement projects and the variety of private funding sources supporting improvements at Little Round Top.
2:05 p.m. – 2:40 p.m.	Soldiers’ National Cemetery Program: Christopher Gwinn, Chief of Interpretation, Gettysburg NMP, will brief staff about how NPS manages operations of this sacred site, and NPS’ management of other historic cemeteries. Staff will also learn about the Soldiers’ National Cemetery’s interpretive significance as the site of Abraham Lincoln’s Gettysburg Address. <ul style="list-style-type: none"> • <i>Note: Staff will have the opportunity to use the restroom upon arrival at Soldiers’ National Cemetery through the Baltimore Street gate.</i>
2:40 p.m. – 2:45 p.m.	Return to Gettysburg NMP Museum and Visitor Center <i>Note: Staff will have a final restroom opportunity before departing for Capitol Hill.</i>
2:45 p.m.	Departure by charter bus from Gettysburg NMP for Capitol Hill
4:45 p.m.	Arrival at Capitol Hill Drop Off Location: <i>Corner of East Capitol and Second St. NE</i> <i>Washington, DC, 20004</i>

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Senator Stabenow	MI	Aaron	Suntag
Senator Peters	MI	Jordan	Wells
Senator Franken	MN	Blaise	Sheridan
Senator Klobuchar	MN	Brian	Werner
Senator Blunt	MO	Tracy	Henke
Senator McCaskill	MO	Pat	Bond
Chairman Cochran	MS	Leif	Fonnesbeck
Senator Wicker	MS	Brandon	Elsner
Senator Tester	MT	Henry	Ring
Senator Daines	MT	Meghan	Marino Thacker
Senator Burr	NC	Lee	Bobbitt
Senator Tillis	NC	Towers	Mingledorff
Senator Hoeven	ND	Shawn	Affolter
Senator Heitkamp	ND	Tracee	Sutton
Senator Fischer	NE	Jess	Clowser
Senator Sasse	NE	Joel	Wellum
Senator Shaheen	NH	Ariel	Marshall
Senator Hassan	NH	Dave	Christie
Senator Booker	NJ	Adam	Zipkin
Senator Menendez	NJ	Josh	Sanders
Ranking Member Heinrich	NM	Maya	Hermann
Ranking Member Heinrich	NM	Kirstin	Neff
Ranking Member Udall	NM	Anthony	Sedillo
Senator Cortez Masto	NV	Jacqueline	Silvers
Senator Heller	NV	Andrew	Williams
Democratic Leader Schumer	NY	Sean	Byrne
Senator Gillibrand	NY	Jordan	Baugh
Senator Portman	OH	Pat	Orth
Senator Brown	OH	Jonathan	McCracken
Senator Lankford	OK	Valerie	Manak
Senator Inhofe	OK	Dan	Hillenbrand
Senator Wyden	OR	Erin	Fauerbach
Senator Merkley	OR	B.J.	Westlund
Senator Casey	PA	Claire	Borzner
Senator Toomey	PA	Wesley	Wright
Senator Reed	RI	Dylan	Leazes
Senator Whitehouse	RI	Adena	Leibman
Senator Graham	SC	Scott	Graber
Senator Scott	SC	Emily	Lavery
Senator Rounds	SD	Joe	Bliss
Senator Thune	SD	Jon	Abdnor
Senator Alexander	TN	Lindsay	Garcia
Senator Corker	TN	John	Haley
Majority Whip Cornyn	TX	Laura	Atcheson
Senator Cruz	TX	Elliott	Mulkin
Senator Lee	UT	Heath	Hansen
Senator Hatch	UT	Ed	Cox

Senator Warner	VA	Ken	Johnson
Senator Kaine	VA	Nick	Barbash
Senator Sanders	VT	Katie	Thomas
Ranking Member Leahy	VT	Adrienne	Wojciechowski
Ranking Member Cantwell	WA	David	Brooks
Ranking Member Cantwell	WA	Megan	Thompson
Ranking Member Cantwell	WA	Andrea	Brudnicki
Senator Murray	WA	Tre	Easton
Senator Baldwin	WI	Colleene	Thomas
Senator Johnson	WI	Meris	Petek
Senator Manchin	WV	Sarah	Venuto
Senator Capito	WV	Kaylan	Billingsley
Senator Enzi	WY	Shawna	Newsome
Senator Barrasso	WY	Kaitlynn	Glover

NMP educational trip because they handle national park and public land issues for their respective Me

Staffer Title
Professional Staff
Senior Counsel/Natural Resources Policy Director
Legislative Aide
Legislative Assistant
Legislative Correspondent
Legislative Correspondent
Legislative Assistant
Professional Staff
Legislative Assistant
Legislative Assistant for Water and Environment
Legislative Aide
Legislative Director
Legislative Correspondent
Legislative Assistant
Legislative Assistant
Counsel
Legislative Correspondent
Senior Environment and Energy Policy Adviser
Legislative Director
Legislative Assistant
Legislative Assistant
Legislative Assistant
Energy Adviser/Climate Adviser
Legislative Assistant
Legislative Assistant
Legislative Assistant
Legislative Director
Legislative Assistant
Legislative Aide
Legislative Aide
Legislative Assistant
Legislative Assistant
Legislative Assistant
Legislative Assistant
Policy Adviser
Legislative Counsel
Policy Adviser
Appropriations and Projects Director
Legislative Correspondent
Legislative Correspondent
Senior Policy Adviser
Legislative Director
Projects Director
Counsel
Legislative Assistant

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Legislative Assistant
Legislative Assistant
Legislative Assistant
Legislative Assistant
Legislative Director
Legislative Assistant
Clerk, Senate Appropriations Subcommittee on Interior, Environment and Related Agencies
Legislative Assistant
Legislative Correspondent
Senior Policy Adviser
Legislative Assistant
Legislative Assistant
Legislative Aide (public lands)
Legislative Director
Legislative Assistant
Senior Legislative Correspondent
Legislative Assistant
Deputy Legislative Director
Legislative Counsel
Legislative Aide
Legislative Assistant
USGS Fellow
Legislative Assistant
Legislative Assistant
Legislative Assistant
Legislative Assistant
Legislative Assistant
Legislative Assistant
Legislative Assistant
Legislative Assistant
Legislative Assistant
Legislative Assistant
Natural Resources Counsel
Legislative Aide
Legislative Correspondent
Staff Assistant
Legislative Correspondent
Oceans and Environmental Counsel
Legislative Assistant
Deputy Legislative Assistant
Legislative Assistant
Legislative Assistant
Energy Policy Director/Counsel
Legislative Assistant
Counsel
Legislative Correspondent
Legislative Correspondent
Legislative Assistant

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Senior Policy Adviser
Legislative Assistant
Policy Adviser
Legislative Assistant
Democratic General Counsel
Legislative Assistant
Legislative Correspondent
Legislative Aide
Legislative Assistant
Legislative Assistant
Senior Policy Adviser
Legislative Correspondent
Legislative Assistant
Legislative Assistant

United States Senate

SELECT COMMITTEE ON ETHICS

August 21, 2017

William K. Kelleher
Office of Senator John Kennedy
United States Senate
Washington, DC 20510

Dear Mr. Kelleher:

This responds to your recent correspondence concerning an invitation you received to travel on the Gettysburg National Military Park Congressional Staff Education Trip, in Gettysburg, Pennsylvania, on August 24, 2017, sponsored by the National Park Foundation (NPF), the Civil War Trust, and the Gettysburg Foundation (collectively, the Sponsors). The Sponsors certified to the Select Committee on Ethics (the Committee) that they will pay the *necessary expenses*¹ related to the travel and that none is a lobbyist, nor lobbying firm, or an agent of a foreign principal, and is not otherwise acting as a representative or agent of a foreign government. However, the Sponsors have certified that NPF and the Civil War Trust retain or employ a registered lobbyist and that no registered lobbyist will accompany you on *any segment of your trip*.²

Based on information and materials available to the Committee, and assuming the **actual** travel and travel-related expenses conform to the information and materials you provided, it appears that the proposed payment or reimbursement of necessary expenses for this one-day (exclusive of travel time and one overnight stay) trip **may be accepted** under relevant Senate Rules and the Committee's *Regulations and Guidelines for Privately-Sponsored Travel*, so long as at the time of the payment or reimbursement, none of the Sponsors is a registered lobbyist or lobbying firm under the Lobbying Disclosure Act of 1995, nor an agent of a foreign principal under the Foreign Agents Registration Act (and is not otherwise acting as a representative or agent of a foreign government), and provided the travel and all required documents are disclosed to the Secretary of the Senate in accordance with the provisions of Senate Rules 34 and 35.

Under Senate Rule 35, Senate staff must receive advance authorization signed by the Member or officer under whose direct supervision the individual works in order to accept payment or reimbursement for necessary expenses related to fact-finding travel. Further, such authorization and expenses must be disclosed to the Secretary of the Senate by filing the completed *Employee Pre-Travel Authorization* and the *Employee Post-Travel Disclosure of*

¹ The term “necessary expenses” has a specific definition. See *Select Committee on Ethics’ Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms* at 8.

² The term “any segment of your trip” has a specific definition. *See id.* at 3.

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Travel Expenses (Form RE-1 and Form RE-2), along with a copy of the *Private Sponsor Travel Certification Form*, and all relevant attachments (e.g., the private sponsor's invitation and itinerary) **within 30 days of the conclusion of Privately-Sponsored Travel.**

Finally, Senate Rule 34 requires a reporting individual,³ on his or her Financial Disclosure Report, to make an annual disclosure of the receipt of payments or reimbursements under Senate Rule 35 from a private sponsor for officially-related travel expenses where, in the aggregate, travel expenses exceed \$390 from that sponsor during a calendar year. However, if a Member, officer, or employee properly reports the receipt of necessary expenses for such travel to the Secretary of the Senate within 30 days of the travel, as discussed above, the travel expenses need not be disclosed a second time on their Financial Disclosure Report.

I hope you find this information helpful. If you have any additional questions, please do not hesitate to contact the Committee.

Sincerely,



Deborah Sue Mayer
Chief Counsel and Staff Director

Enclosure: Travel Checklist

³ A reporting individual is someone whose salary equals or exceeds 120% of the basic rate of pay for GS-15 (\$124,406 for CY 2017) or is a political fund designee and is required to file Financial Disclosure Reports.

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